

Department of Human Services
Division of Services for People with Disabilities
PRIVATE SUPPORT COORDINATOR COMPANY

Form 0-5
4-12-2012

 **ACCESS REQUEST FORM**

Description of Access

The Utah State Division of Services for People with Disabilities (DSPD) is pleased to offer the use of the USTEPS case management system to companies that contract for Support Coordination (SCE) services with DSPD. The access will allow company owners and supervisors to have access to the information of consumers who are served by their company. The access allowed will include both the ability to view information and edit information. However the USTEPS roles, such as QIDP, will be enforced for all users, regardless of supervisor level.

The access has the flexibility to accommodate one to four levels of access to supervisor and support coordinator caseloads. The access is hierarchical in the sense the level 1 supervisor, will have access to worker caseloads who report to the level 2-4 supervisors; Level 2 will have access to levels 3-4, and so on. However, a level 2-4 supervisor will not have access to level 1, level 3 will not have access to level 2, and so on.

Each individual listed on this organizational structure must also have accomplished the DHS Contract Provider/Employee USTEPS Access Request Form.

Company Requesting USTEPS Access: _____

Company Address: _____ Work Telephone: _____

Contract Number: _____

*Company Requestor Signature _____ Date _____

Company Requestor Name (print) _____ Title _____

** The person signing above will have the responsibility for notifying the Division of Services for People with Disabilities in writing of any changes to worker roles, organizational structure or employment status.*

Email to beckydalby@utah.gov or Fax Contracting (801) 538-4279

If you have questions, please contact the USTEPS Team @ (801) 538-4200

Company Organization Structure

Please note: Only one individual per line is allowed, and each person can only be listed once throughout the structure. See examples on next page.

Level 1 Supervisor (required) _____

SC1 (optional) _____	SC10 (optional) _____
SC2 (optional) _____	SC11 (optional) _____
SC3 (optional) _____	SC12 (optional) _____
SC4 (optional) _____	SC13 (optional) _____
SC5 (optional) _____	SC14 (optional) _____
SC6 (optional) _____	SC15 (optional) _____
SC7 (optional) _____	SC16 (optional) _____
SC8 (optional) _____	SC17 (optional) _____
SC9 (optional) _____	SC18 (optional) _____

Level 2 Supervisor (optional) _____

SC1 (optional) _____	SC10 (optional) _____
SC2 (optional) _____	SC11 (optional) _____
SC3 (optional) _____	SC12 (optional) _____
SC4 (optional) _____	SC13 (optional) _____
SC5 (optional) _____	SC14 (optional) _____
SC6 (optional) _____	SC15 (optional) _____
SC7 (optional) _____	SC16 (optional) _____
SC8 (optional) _____	SC17 (optional) _____
SC9 (optional) _____	SC18 (optional) _____

Level 3 Supervisor (optional) _____

SC1 (optional) _____	SC10 (optional) _____
SC2 (optional) _____	SC11 (optional) _____
SC3 (optional) _____	SC12 (optional) _____
SC4 (optional) _____	SC13 (optional) _____
SC5 (optional) _____	SC14 (optional) _____
SC6 (optional) _____	SC15 (optional) _____
SC7 (optional) _____	SC16 (optional) _____
SC8 (optional) _____	SC17 (optional) _____
SC9 (optional) _____	SC18 (optional) _____

Level 4 Supervisor (optional) _____

SC1 (optional) _____	SC10 (optional) _____
SC2 (optional) _____	SC11 (optional) _____
SC3 (optional) _____	SC12 (optional) _____
SC4 (optional) _____	SC13 (optional) _____
SC5 (optional) _____	SC14 (optional) _____
SC6 (optional) _____	SC15 (optional) _____
SC7 (optional) _____	SC16 (optional) _____
SC8 (optional) _____	SC17 (optional) _____
SC9 (optional) _____	SC18 (optional) _____

Example 1: This example shows a Company with multiple supervisors, but only one supervisor has direct report SCEs.

Level 1 Supervisor (required) Robert Downing

SC1 (optional) _____ SC2 (optional) _____

Level 2 Supervisor (optional) Rick Birrell

SC1 (optional) Lana Kopecky

SC2 (optional) Jumpol Jaturapitpornsakul

SC3 (optional) Kavita Reddy

SC4 (optional) Ravi Darbhamulla

***In this example Robert and Rick can both see all SCE caseloads.*

Example 2: This example shows a Company with multiple supervisors who both have direct report SCEs.

Level 1 Supervisor (required) Robert Downing

SC1 (optional) Kavita Reddy SC4 (optional) _____

SC2 (optional) Ravi Darbhamulla SC5 (optional) _____

SC3 (optional) _____ SC6 (optional) _____

Level 2 Supervisor (optional) Rick Birrell

SC1 (optional) Lana Kopecky SC4 (optional) _____

SC2 (optional) Jumpol Jaturapitpornsakul SC5 (optional) _____

SC3 (optional) _____ SC6 (optional) _____

*** In this example, Robert can see all SCE caseloads, whereas Rick cannot see Kavita or Ravi's caseload.*